

STATINTL

Per [REDACTED]

Special courier calls during April, May & June averaged 1600 a month. Each cost appx \$3.25 Notice emphasized that special couriers not be used to serve admin convenience.

Pneumatic tube system not used at full capacity

A system used 19% - DDP & R

B 8 - DDS & R

C 2.6% DDI

Employees urged to ~~not~~ use tube for internal transmission whenever possible